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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of July, 2020, were approved by the Mason Transit Authority Board, by motion, on this 18th day of August, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

DocuSigned by:
John Campbell
John Campbell, Authority Member

DocuSigned by:
Kevin Dorcy
Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

DocuSigned by:
Randy Neatherlin, Authority Member

[Vacant], Authority Member

DocuSigned by:
Kevin Shutty
Kevin Shutty, Authority Member

DocuSigned by:
Sandy Tarzwell
Sandy Tarzwell, Authority Member

ATTEST: Tracy Becht
Tracy Becht, Clerk of the Board

DATE: 8/24/2020

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Mason Transit Authority
Minutes of the Regular Board Meeting
July 21, 2020
Transit-Community Center
601 West Franklin Street
Shelton
Pursuant to Governor's Proclamation 20-28.7, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode as well as in person.

OPENING PROTOCOL

CALL TO ORDER: 4:04 p.m.

Authority Voting Board Members Present: Wes Martin, Chair; Sharon Trask, Vice Chair; John Campbell, Kevin Dorcy, Matt Jewett, Kevin Shutty and Sandy Tarzwell. **Quorum met, Wes Martin and Matt Jewett attended in person and all other named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Deb Petersen, Randy Neatherlin.

Authority Non-voting Board Member Present via WebEx virtual conference: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

Others Present in Person: Danette Brannin, General Manager, Tracy Becht, Clerk of the Board

Others Present via WebEx: LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager; Mike Ringgenberg, Operations Manager; Shannon Phillips, Legal Counsel for Union negotiation and Elizabeth Safsten, WSDOT Community Liaison to Mason Transit Authority.

Others Present via WebEx conference:
Robert Johnson, MTA Legal Counsel.

ACCEPTANCE OF AGENDA

Moved that the agenda for the July 21, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Tarzwell. Motion carried.**

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the minutes of the MTA regular Board meeting of May 19, 2020.

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2. **Moved** that the Mason Transit Authority Board approve the financial reports for June, 2020 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of May 14, 2020 through July 13, 2020 financial obligations on checks #34127 through #34308, as presented for a total of $2,836,205.41.

Trask/Tarzwell. Motion carried.

(Board member Neatherlin arrived at 4:12 pm)

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Pear Orchard Cooperative Agreement** – Danette Brannin, General Manager, brought the Board up-to-date by sharing the initial developments from a year ago when MTA began work on the Pear Orchard Park and Ride project. It was thought that there was potential contamination near a manhole cover. Since then there has been sample testing done and no contaminants were found in the soil. The Cooperative Agreement is needed to provide an understanding of the responsibilities of each party and terms of the agreement. The City of Shelton has already approved the form of the Cooperative Agreement that is now being provided to the Board for approval. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-12 approving the Cooperative Agreement between Mason Transit Authority and the City of Shelton for the purpose of the Pear Orchard Park & Ride and authorizing the General Manager to sign the Cooperative Agreement. **Shutty/Trask. Motion carried.**

NEW BUSINESS

1. **Union Contract for Drivers** – Ms. Brannin described to the Board that a tentative agreement had been reached between MTA and the International Association of Machinists and Aerospace Workers (IAM&AW) for MTA's drivers. Shannon Phillips, of Summit Law, had assisted with the negotiations and was present during the Board meeting should the Board have any questions. Ms. Brannin briefly went over the highlights and indicated that the first two years of wages were negotiated, and the contract now has a payout of sick leave if separating from MTA on good terms. Additionally, the union had ratified the tentative agreement. Ms. Brannin also indicated that MTA's legal counsel, as well Board members Jewett of the Operation and Maintenance Committee and Deb Petersen of the Human Resources Committee were kept apprised during the negotiation process. The fiscal impact for 2020 is $131,077 in wages. **Moved** that the Mason Transit Authority Board approve the agreement for the drivers between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for the period June 1, 2020 to May 31, 2023 (the "Agreement") and approve Resolution No. 2020-13 authorizing the General Manager to sign the Agreement. **Campbell/Jewett. Motion carried.**

2. **First View of Transit Development Plan (TDP)** – Ms. Brannin shared with the Board that the TDP is required to be updated annually, as well as the dates and locations of the

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upcoming public hearings. She also shared that the TDP is in a slightly different format and updated much of the same information. The estimated forecast is that 2021 will be similar to 2020; 2022 will have a significant impact, estimated to be 30% reduction in revenue and 2023 will still contain challenges for MTA. Board member Campbell expressed an interest in attending one of the public hearings. Ms. Brannin informed the Board that she will be bringing the TDP back in August for final approval.

3. **Revised Drug & Alcohol Policy (POL-301)** – LeeAnn McNulty, Administrative Services Manager, shared with the Board that the policy is being updated required by the USDOT and FTA. She also shared that MTA's legal counsel had reviewed the updated policy. **Moved** that the Mason Transit Authority Board Resolution No. 2020-14 and the attached Drug and Alcohol Policy (POL-301). **Jewett/Neatherlin. Motion carried.**

4. **WSTIP Risk Profile** – Ms. Brannin went over highlights of information pertaining to MTA.

5. **Surplus Vehicles** – Marshall Krier, Maintenance and Facilities Manager, shared that the vehicles being requested for surplus are beyond their useful life and are being replaced with the nine new cutaways that MTA has placed into service. A Board member asked whether or not another transit agency may be able to use the vehicles being surplused. Mr. Krier indicated that he would put out a state-wide ASK to see if any other agencies would be interested. Moved that the Mason Transit Authority Board adopt Resolution No. 2020-15 declaring and approving the surplus and disposal of vehicles as set forth therein. **Campbell/Tarzwell. Motion carried.**

6. **Change Order 1 - Radich Building Parking Lot** – Ms. Brannin described the need for the change order and the high cost of disposing the contaminated soils between two facilities. **Moved** that the Mason Transit Authority Board approve Change Order No. 1 expenditure increase of $80,244 relating to the February 25, 2016 contract between the City of Shelton and MTA. **Campbell/Neatherlin. Motion carried.**

7. **Change Order 7 and 8 - Roundabout Project** – Ms. Brannin shared that these two changes orders were as a result of the closeout of the project.

8. **Change Order 2 - Pear Orchard** – Ms. Brannin informed the Board that these costs are associated with resuming work after a 13-month shut down due to potential contamination at the site. **Moved** that the Mason Transit Authority Board approve Change Order #2 not to exceed $68,352.50 to resume work on the Pear Orchard Park & Ride. **Tarzwell/Trask. Motion carried.**

INFORMATIONAL – No further additions.

GENERAL MANAGER'S REPORT –No further additions.

COMMENTS BY THE BOARD – Board Chair Martin said the staff is doing a positive and amazing job. Board member Campbell stated he was impressed with the TDP and that MTA has a strong and tight rein on public funds.

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Moved that the meeting be adjourned.

ADJOURNED 5:00 p.m.

UPCOMING MEETING

Mason Transit Authority
Regular Meeting
August 18, 2020 at 4:00 p.m.
On-line via WebEx and in person at
MTA Transit-Community Center
601 West Franklin Street
Shelton